

SECRET
SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A

No. [REDACTED] 15 December 1970

To: All Training Officers of the Agency

READING IMPROVEMENT

A Reading Improvement course has been scheduled as follows:

LOCATION 1000 N. Glebe Road, Room 401
DATES 12 January 1971 - 11 February 1971
Tuesday and Thursday 0900 - 1100 hours.

FOR Agency employees whose major duties involve large amounts of reading.

REGISTRATION Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. Form 136, "Request for Training at non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to OTR/ISS/AIR, Room 835, 1000 North Glebe Road by 6 January 1971.

OBJECTIVES

1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.
2. To develop techniques of skimming, scanning, and work analysis.

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(Over, please)

GROUP 1
Excluded from automatic
downgrading and
declassification

This document is part of an integrated file. If separated from the file it must be

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HOMEWORK	For maximum effectiveness <u>students are expected to spend at least one hour in practice at home or at work each day.</u>
COST	The cost of approximately \$50 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, <u>no substitutions can be made after the first day.</u>
ADDITIONAL INFORMATION	On course content, call [REDACTED] on [REDACTED] on registration, call OIR/ISS/AIR, [REDACTED]

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